

Notice of Job Opportunity

Human Resources & Benefits Coordinator: (Part-time 16hrs per week) Maintain personnel files for all active, terminated and retired employees. Compile and analyze data relative to employee benefits and guide employees and retirees through their choices. Maintain hiring practices including compile and analyze compensation data. Requires Associates degree in Human Resources and 3 to 5 years experience, or equivalent combination, proficiency in PC Applications, solid written and verbal skills and ability to interact with others tactfully. Working knowledge of FLSA and MA employee statues a plus.

Submit application letter, resume, and standard town application form to Town Administrator, 157 Main St., Spencer MA 01562. Open until filled. Review begins immediately. EEO Employer.

Posted: Town Hall, WWTP, Water, Police,
Fire, Highway, & Library Bulletin Boards
www.spencerma.gov
August 30, 2011